



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: MOTOR VEHICLES

DIVISION: FIELD OPERATIONS

POSITION TITLE: CEA 2
REGIONAL ADMINISTRATOR - REGION VIII

LOCATION: EL CAJON

SALARY: \$7302 - 8051

FINAL FILING DATE: JUNE 1, 2004

DUTIES/RESPONSIBILITIES

Under the direction of the Deputy Director, Field Operations Division, the Regional Administrator is responsible for the overall management and operation of Department of Motor Vehicles (DMV) field offices in the Region VIII area. This position is responsible for coordinating and directing the region's office managers in the effective implementation of departmental programs, objectives, and operational goals, and in creating an environment that facilitates a smooth and timely flow of department workload and public services. In this capacity, the incumbent has broad managerial responsibility for field office functions related to vehicle and vessel titling, driver licensing and personal identification within their designated region and directly supervises numerous field office managers ranging in level from DMV Manager I to DMV Manager V.

The Regional Administrator is also responsible for the communication of directives and policy decisions, approving disciplinary actions, maintaining community relations, conducting short and long range planning, making workload projections and budgetary decisions, and the selection and training of management personnel within his/her region. Additionally, the position coordinates with other Regional Administrators to ensure consistency and effectiveness of statewide departmental field operations.

Specifically this position:

- Formulates regional objectives and goals, establishes priorities for their achievement, and reviews and adjusts personnel relative to objectives and plans. Reports progress and makes recommendations to the Deputy Director. Identifies and initiates changes to policy or procedure which will assist the division to meet its objectives.
- Directs office managers in effective implementation of driver licensing and motor vehicle registration programs and achievement of specific operational goals. Emphasizes high quality performance in maintaining effective public relations, provides supervisory and employee development opportunities, and complies with established policies and procedures.
- Conducts regularly scheduled field visits to evaluate operational performance in the region. Corrects deficiencies within established guidelines and recommends to the Deputy Director changes required to meet new management or operating requirements.
- Reviews, adjusts, and finalizes regional office budgets for inclusion within the overall divisional budget, allocates budgeted resources, and administers the regional budget within the approved limits.
- Counsels office managers collectively and individually, through regularly scheduled meetings and training sessions, in new and/or changes in plans, policies and procedures, and ensures effective implementation of such.
- Implements staffing standards in region and transfers personnel or workload among offices to meet operating requirements.
- Implements training and personnel development programs in the region through the divisional training coordinator.
- Makes recommendations to the Deputy Director concerning regional facility needs, including location, size and basic configuration of field offices. Implements approved facility plans in cooperation with other branches and state agencies involved in facility management.
- Develops and maintains cooperative relationships with the public, news media, legislative members, governmental agencies, groups and associations that are interested in departmental goals and objectives.

DESIRABLE QUALIFICATIONS

The Regional Administrator for Region VIII must possess well-developed supervision and leadership skills, including the ability to plan and assign workload, develop staff and achieve planned objectives. This position requires excellent analytical, communication and teamwork-building skills, as well as experience in budget and personnel processes. The incumbent must be thoroughly knowledgeable in all areas under his/her jurisdiction in order to provide the leadership necessary to contribute to the attainment of the department's established mission, goals, and objectives.

Desirable Qualifications include:

- Well-developed supervision and leadership skills including the ability to plan and assign workload, develop staff and achieve planned objectives.
- Excellent analytical, communication and teamwork-building skills.
- Experience in budget and personnel processes.
- Knowledge of Field Operations programs, policies, and procedures.
- Ability to ensure accurate and timely service to all customers.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.

- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678).
- A Statement of Qualifications. This *Statement of Qualifications* is to be a discussion of the candidates' education and experience that would qualify them for this position. The *Statement* should be no more than two pages in length.

The application and Statement of Qualifications are to be submitted to:

- Department of Motor Vehicles
Selection Services Unit
1st Floor Lobby - Examination Drop Box
2570 - 24th Street - Mail Station G208
Sacramento, CA 94232-3150

Applications and Statement of Qualifications must be received or postmarked by the final filing date of June 1, 2004.

Questions regarding this examination should be directed to Phyllis Mansion at (916) 657-7735 or CALNET 437-7735. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The applications and *Statement of Qualifications* will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

BULLETIN RELEASE DATE: MAY 11, 2004